



Policy: 2410
Procedure: 2410.00
Chapter: Safety and Loss Prevention
Rule: Indoor Air Quality

Effective: 8/18/08
Replaces: N/A
Dated: N/A

Purpose:

The quality of indoor air has an impact on the physical condition, comfort, vigor, and productivity in the work place. The Arizona Department of Juvenile Corrections (ADJC) encourages all employees to take part in solving potential indoor air quality problems which, in turn, decreases the number of reported health-related problems.

Rules:

1. **ALL EMPLOYEES** shall adhere to standards stated in this procedure for improving and maintaining good indoor air quality.
2. **Work Areas – EMPLOYEES** shall:
 - a. Ensure their work space is clean and neat by minimizing paper buildup;
 - b. Periodically, wipe down desks, phones, and keypads;
 - c. Immediately clean up spills;
 - d. Ensure that all appliances are well maintained;
 - e. **NOT** block air vents and grills;
 - f. Minimize the amount of dust and clutter in immediate work area as much as possible;
 - g. Remove old food containers and perishable items from the refrigerator on a regular basis;
 - h. **NOT** excessively water plants; and
 - i. Report excessive water leaks, water damage, and flooding to Facilities Management.
3. **Responsibilities at Central Office - FACILITIES MANAGEMENT**, in conjunction with Arizona Department of Administration (ADOA), shall ensure:
 - a. Carpets are vacuumed weekly;
 - b. Waste and recycle bins are emptied daily;
 - c. Quality Assurance inspections are conducted periodically;
 - d. Timely Responses to indoor air quality-related complaints.
4. **Responsibilities at Secure Facilities - MAINTENANCE PERSONNEL OR DESIGNATED PERSONNEL** shall:
 - a. Ensure that there is adequate ventilation if odorous cleaning products are used:
 - i. Avoid using, if possible, products containing volatile organic compounds.
 - b. Review the Material Safety Data Sheets (MSDS) to ensure proper usage and storage of cleaning products and other chemicals;
 - c. Ensure that the carpet is cleaned weekly;
 - d. Ensure waste and recycle bins are emptied regularly.
5. More information regarding indoor air quality issues is addressed in Facts and Tips for Establishing and Maintaining a Healthy Environment.

Signature Date

8/18/08

Approved by Process Owner

Jose De La Torre, Facilities Management
Administrator, CPM

Effective Date

Approved by

8/18/08

Michael D. Branham, Director